



CEDAR PARK

VOLUNTARY ANNEXATION PETITION - APPLICATION & CHECKLIST

(Please Print Clearly)

Name of Applicant: _____

Date of Submittal: _____

Proposed Acreage to be Annexed: _____

Instructions:

- Obtain the most current application from the City's website (www.cedarparktexas.gov) or City Hall.
- Fill out the following application and checklist completely prior to submission.
- Place a check mark on each line when you have complied with that item.
- **Make an appointment** with the Planning Dept. at (512) 401-5054 or 401-5056 for application submission.

Required Items for Submittal Package:

****The following items must be included in order for the Annexation Application to be accepted. ****

- ____ 1. Completed annexation petition with each owner's original signature notarized. Must include all owners signatures if there are multiple owners of record.
- ____ 2. Completed annexation application with a separate owner's sheet for each owner of record.
- ____ 3. Application fee of **\$400.00** – includes fees for filing and processing of petition and required public notices.
- ____ 4. A copy of the deed showing current ownership.
- ____ 5. A clear and legible copy of certified field notes (metes and bounds) describing the boundary of the property that is being petitioned for annexation with a graphic exhibit (map or plat) clearly showing the property. The boundary description and the graphic exhibit must each be contained on an 8 ½ " x 11" sheet of paper. If the property is a subdivided lot, please submit a copy of the recorded subdivision plat.
- ____ 6. If applicable, water and wastewater utilities agreement between City and applicant for extension of utilities.

Do Not Write Below This Line – Office Use Only

Annexation Petition(s):	<input type="checkbox"/>	Completed Application:	<input type="checkbox"/>	Application Fee:	<input type="checkbox"/>
Owner's Sheet(s):	<input type="checkbox"/>	Ownership Deed:	<input type="checkbox"/>	Boundary Description:	<input type="checkbox"/>
Water & Wastewater Utility Agreement (if applicable):	<input type="checkbox"/>				

This application meets the Planning Department's requirements for processing.

Accepted By: _____ Date: _____

Property Information:

Property Address: _____

Total Number of Acres: _____ Total Number of Tracts: _____

Lot(s) _____ Block(s) _____ Subdivision _____

Survey Name and Abstract No.: _____

Current Land Use: _____

Proposed Land Use and Purpose of Annexation: _____

List all qualified voting age persons living on each tract of land. *Per state law, in order for an area to be eligible for annexation by petition of the land owners, the area must be vacant or inhabited by fewer than three (3) qualified voters.*

Tract #

Name

Mailing Address

Owner's Information:

****Please fill out a separate sheet for each owner of record.****

(Please Print)

Owner's Name _____
(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Owner's Mailing Address _____ City _____ State _____ Zip _____

Owner's Phone _____ Mobile _____ Fax _____ Email _____

Agent Authorization

Please check one of the following:

_____ *I will represent my petition before the city staff and the City Council of the City of Cedar Park.*

_____ *I hereby authorize the person named below to act as my agent in representing this application before the city staff and the City Council of the City of Cedar Park.*

Note: The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Please Print)

Agent's Name _____ Company Name *(If Applicable)* _____

Agent's Mailing Address _____ City _____ State _____ Zip _____

Agent's Phone _____ Mobile _____ Fax _____ Email _____

If an agent is representing the owner of the property, please complete the following information:

I hereby authorize the person named above to act as my agent in processing this application before the City Council of the City of Cedar Park:

Owner's Signature: _____

Date: _____